

**RPA Direct  
Army Regional Toolset  
(ART)  
and  
Gatekeeper**

# Agenda

- **RPA Direct Concept**
- **Army Regional Toolset (ART)**
- **Gatekeeper Checklist**

# **RPA Direct**

- **Direct Submission of RPAs to CPOC**
- **CPAC no longer routine stop**

# **Changes in RPA Direct**

- **Reduces number of routing stops**
- **Reduces overall processing/fill time**
- **Frees CPAC for more in-depth advisory services**

# Required Tools

- **Managers will need:**
  - ☞ **Employee Information**
  - ☞ **Position Information**
  - ☞ **Organization Information**
- **A consistent way of collecting information needed to accompany request**

# **Army Regional Toolset (ART)**

- **Army human resource information tool**
- **Easier to find information needed**

# Army Regional Tools

- **Web-Based**
- **Uses CSU user id and password**
- **Access to records is restricted**
- **Data is refreshed nightly**
- **No changes during day**

# Accessing ART

- **Access through CPOL**
  - ➡ **Links**
  - ➡ **Regional  
Homepages**
  - ➡ **South Central**
  - ➡ **Tools**



# **ART Applications**

- **Employee Data**
- **Inbox Statistics**
- **RPA Tracker, NPA Tracker**
- **Gatekeeper Checklist**

# **Employee Data**

**Quick access to data on individual employees such as:**

- Employee Information**
- Position Information**
- Job Description**
- NPA/RPA history**
- Pay data**

# Inbox Statistics

- **Provides information about:**
  - ➡ **RPAs location**
  - ➡ **Amount of time spent in inboxes**
  - ➡ **Status of RPA**

# **RPA/NPA Trackers**

- **Tracks location of RPAs/NPAs**
- **Includes:**
  - ☞ **All RPA/NPA data elements**
  - ☞ **RPA notes, routing, and processing times**

# Gatekeeper Checklist

# **What is it?**

- **Automated checklist**
- **Supplements the information on a RPA**
- **Ensures CPOC has all information**
- **Results in greater efficiency, more timely personnel services**

# Who Uses it?

- Initiator of a RPA creates checklist
- Resource managers have a role
- All users in the RPA routing chain can access and review
  - ☞ Can only edit checklist when RPA is in YOUR MDCPDS inbox

# **Types of Personnel Actions**

- **Checklist geared to type of personnel action**
- **Follow MDCPDS Desk Guide for:**
  - ☞ **Types of Actions**
  - ☞ **Information to include on the RPA**
  - ☞ **When checklist is required**



# **What Actions Have Checklists?**

- **Position Establish**
- **Position Review**
- **Recruit/Fill**
- **Reassignment**
- **Salary Change**
- **Detail**
- **Extension NTE**
- **Name Change**
- **Return to Duty**
- **Separation**
- **Awards**
- **Realignment**
- **Adverse Actions**